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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 70-2

11 September 1953

STAT

SUBJECT: OTR Publications

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1. Purpose - The purpose of this regulation is to establish the policies and procedures to be followed for the publication and dissemination of OTR materials. This regulation is not to be construed as supplanting OTR regulations pertaining to the distribution of material to  training stations or the promulgation of regulatory issuances.

2. Policy - Materials prepared for publication by OTR are usually for specific OTR instructional purposes and not intended for dissemination to other offices of the Agency for similar or additional uses. Formal coordination with other offices and staffs of the Agency will be accomplished as determined by the Publications Board to be appropriate. Publications prepared for inter-office distribution will be published and distributed in accordance with current Agency directives.

3. OTR Publications Board -

a. The Publications Board is established with the following membership:

- (1) Chief, TAB/SS - Chairman
- (2) Designee of TR(G) - member
- (3) Designee of TR(S) - member
- (4) Designee of A&E Staff - member
- (5) Chief, Editorial and Reproduction Section/TAB - Advisor and Recorder

b. The responsibilities of the Publications Board are:

- (1) To review all materials proposed for publication by OTR.
- (2) To prepare recommendations to D/TR through the appropriate staff chief or deputy director on the coordination, publication and dissemination of OTR materials.

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S-E-C-R-E-T4. Categories of OTR Publications - The OTR Publications series consists of:

Intelligence Manual	(TR-IM)	Information Bulletins	(TR-IB)
Training Study	(TR-TS)	Catalog of Courses	(TR-CC)
Reference Manual	(TR-RM)		

a. Intelligence Manual - An IM is a comprehensive development of the doctrine pertinent to any one of the intelligence or allied operational activities prepared for training purposes.

b. Training Study - A TS is instructional material pertinent to one or more intelligence or operational subjects originating in OTR for a specific training purpose.

c. Reference Manual - An RM is reference or study material compiled, annotated, or re-organized by OTR and reproduced for specific instructional purposes.

d. Information Bulletin - An IB is information of broad interest to the other offices and personnel of the Agency, such as lectures given in OTR courses.

e. Catalog of Courses - A CC describes courses of instruction including objectives, length of course and prerequisites.

5. Procedures -

a. Materials suggested by the initiator as being proper subjects for publication by OTR will be forwarded to the Chairman, Publications Board with a statement indicating:

- (1) Suggested category assignment of the materials
- (2) Possible value to offices other than OTR
- (3) Extent of coordination accomplished and concurrences obtained, if any.

b. Materials brought to the attention of the Chief, E&R Section/TAB, but not suggested for OTR publication may be recommended for publication by Chief, E&R Section/TAB.

c. Recommendations of the Publications Board will include:

- (1) Appropriateness of material suggested for publication
- (2) Assignment of category of publication
- (3) Estimate of probable value to others than OTR
- (4) Style and format
- (5) Suggested dissemination and/or criteria for releasing

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d. The committee will forward its recommendations concerning each publication to the D/TR through the appropriate deputy director or staff chief.

6. Format - The format of OTR publications will be determined on the basis of the use of the material, its sensitivity and the distribution pattern and will bear the OTR imprint.

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MATTHEW BAIRD  
Director of Training

Distribution: All OTR Personnel

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